

Event Coordinator's Application for a Temporary Event with Food Vendors

Please print or type the information requested below and return the completed application by mail or fax to the Health Department. **Each food vendor must complete the Application for Permit to Operate a Temporary Food Establishment.** The vendor application(s) should be submitted at least 10 days prior to the date of the event. **The coordinator is responsible for timely submission of all applications.** For more information, contact the Health Department.

1. **NAME OF EVENT:** _____

Location & Address of Event: _____

Date(s) of Event: Starts on _____ (MM/DD/YY) at _____ AM PM

Ends on _____ (MM/DD/YY) at _____ AM PM

Type of Event (Circle): Fair Festival Carnival Other _____

2. **NAME OF COORDINATOR OR PERSON-IN-CHARGE OF THE EVENT:**

Address: _____

Phone Numbers: Business: () _____
Fax: () _____
Mobile: () _____

Email Address: _____

3. **NUMBER OF ANTICIPATED FOOD VENDORS (i.e. restaurants, non-profit organizations, gourmet food vendors with food samples, mobile food catering units, etc.):**

4. **TIME OF SET-UP OF THE FOOD OPERATIONS:** _____ AM PM

NOTE: This is the time you have asked the food vendors to be ready for the inspection by the Health Department. This time should be at least 1 hour prior to the start time of the event. Please allow more time for events with more than 5 vendors. No foods can be prepared and/or offered for sale or sample until the permit is issued by the Health Department.

5. **SERVICES PROVIDED ON SITE TO THE FOOD VENDORS** (Check all that apply):

- Water Supply:** ☐ There is access to a potable water supply line on site.
☐ Vendors must bring their own water supplies.
- Electricity:** ☐ There is access to electricity on site.
☐ Vendors are allowed to use generators on site.
☐ There will be no electricity supplied on site.
- Liquid Waste Disposal:** ☐ There will be liquid waste containers / receptacles on site.
☐ Vendors must collect and remove their own liquid waste.
- Trash / Refuse Disposal:** ☐ There will be trash containers / receptacles on site.
☐ Vendors must collect and remove their own trash / refuse.
- Tents or Canopies:** ☐ Tents or canopies for food stands / booths will be provided.
☐ Food vendors must provide their own overhead protection.

Estimated Attendance: _____

Number of Toilet Facilities: _____ **Type:** ☐ Public Restrooms ☐ Portable Toilets

Please be aware that food vendors may be limited in the menu they can offer if these services are not provided at the event site. The event coordinator is responsible for informing the vendors of any restrictions you must impose.

6. **ATTACH A LIST OF ALL PROPOSED FOOD VENDORS AND THEIR CONTACT INFORMATION. ATTACH A MAP SHOWING THE EVENT LAYOUT OF THE FOOD VENDORS, TOILET FACILITIES, GARBAGE DISPOSAL SITES, AND WASTEWATER DISPOSAL SITES.**